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Safety Requirements for Contractors and Subcontractors

**NUWC Division Keyport Occupational Safety & Health Branch 360-
396-2462**



Safety Requirements for Contractors and Subcontractors

Revision Status

| REVISION | ISSUE DATE | BRIEF DESCRIPTION OF CHANGE |
|----------|------------|--|
| NR | 5 Nov 02 | Initial Release |
| A | 28 Jan 02 | Electrical Safety & Lockout/Tagout changed 4 th Para. |
| B | 12 Sep 06 | Added Ergonomics assessment requirements, updated purpose and application sections, update phone numbers |
| C | 25 Oct 06 | Updated Asbestos section by adding Table 1. Added POCs |
| D | 20 Nov 06 | Updated Asbestos section by adding Tables 2-4 |
| E | 26 Mar 08 | Updated Table 1 removing buildings transferred to FISC. Updated Asbestos Program manager phone number. Added verbiage defining blended workforce. |
| F | 29 Jan 09 | Clarified the Government's role in suspending or directing contractor operations under emergency conditions. Removed buildings from Table 1 that are totally Region responsibility and corrected typo (bldg 489 vice 498) |
| G | 23 Nov 09 | Undated POC and phone for Hazardous Material Control and Management (HMC&M) |
| H | 2 Apr 10 | Included a list of buildings with fall protection incorporated. |
| I | 14 May 10 | Incorporated OSHA Voluntary Protection Program (VPP) elements to inform contractors of additional safety measures and data requirements required by VPP. |
| J | 12 Apr 11 | Created separate section for Task Order Manager roles and responsibilities. Clarified Contractors responsibilities for PPE, Toxic Metals, Explosives Safety, Hazardous Atmospheres, and for submitting annual VPP metric data for in-house contractors. Added sections for required safety programs, required meetings, safety and health professional support, required inspections, appropriate work attire, and ionizing radiation. |
| K | 12 Dec 11 | Expanded requirements and responsibilities in Hazard Communication section. |
| L | 8 June 12 | Updated and expanded contractor and Task Order Manager requirements for weight handling operations and evolutions. Added to Electrical Systems to the Specific Program Requirements section. Updated VPP related contractor reporting requirements. Repaginated the document. |

FOREWORD

Naval Undersea Warfare Center (NUWC) Division Keyport has made a commitment to achieve and maintain STAR status in OSHA's Voluntary Protection Program. Management and the local employee Unions have established a partnership to implement VPP concepts in order to achieve excellence in Safety. As such, the following requirements apply to all work performed on site by contractors and subcontractors:

Contractors/Subcontractors shall:

- Provide a safe and healthful work environment for their employees.
- Comply with all OSHA and State standards that apply to the work performed.
- Train employees in relevant hazards, hazard control methods including PPE, fire/emergency procedures, employee rights under OSHA, and NUWC Division Keyport's participation in VPP.
- Require their employees work safely, follow applicable safety rules, standards, regulations, and contract provisions, and take meaningful and effective action to hold employees accountable for noncompliance.
- Review worksites daily to identify existing workplace hazards and to ensure employees are following prescribed safety procedures. Where hazards are found, either promptly correct them or implement interim controls to protect employees until they are corrected.
- Record and report all employee injuries as required by 29 CFR Part 1904, "Recording and Reporting Occupational Injuries and Illnesses".
- Notify the NUWC Division Keyport Safety Office as soon as practicable upon determination that an OSHA Recordable injury, as defined by 29 CFR Part 1904, has occurred during the performance of work at NUWC Division Keyport.
- Follow the posted provisions of the building's Emergency Action Plan (EAP) for any mishap, incident, or emergency situation.
- Take aggressive action when notified of serious/recurring safety problems, including removing employee(s) and/or equipment from NUWC Division Keyport, or suspending work (including subcontractor activities) pending satisfactory resolution of said safety problems.
- Comply with all Navy and NUWC Division Keyport explosives safety policies and directives when performing work in explosives operating buildings and work areas.
- Establish an explosives handling personnel qualification and certification program when performing services involving ammunition and explosive materials on behalf of NUWC Division Keyport.
- Provide upon request formal written certification of the qualifications of those personnel authorized to handle or physically interact with ammunition and explosives at NUWC Division Keyport.
- Comply with NAVFAC P-307 and NUWC Division Keyport weight handling safety policies and directives when performing work while using cranes, multi-purpose hoisting machines, material handling equipment (forklifts), construction equipment

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when used like cranes to lift suspended loads, and any associated rigging equipment

Contractor/Subcontractor Employees shall:

- Comply with safety rules, standards, regulations, postings, boundaries, and instructions of competent safety, health, and emergency response officials.
- Report unsafe conditions and safety hazards to their supervisor.
- Report all on-the-job injuries in accordance with company policy.
- Mentor co-workers in safety and health.
- Locate and review the emergency bill posted in any facility in which they work, and promptly evacuate to the designated muster point in the event of a fire/emergency alarm.

Potential hazards at Keyport will vary with the work being performed, and in general terms will typically consist of: noise exposure, eye/sight hazards, ergonomic hazards, slips/trips/falls, tool/equipment hazards, hazardous materials usage/spills, explosives, reproductive hazards, falls from heights, confined spaces, radio frequency radiation, machinery, weight handling evolutions using cranes, and lasers. Each contractor is expected to make a job-specific determination of the potential hazards of the work to be performed, and ensure controls are implemented as needed to protect their employees. With the exception of contracted support for repair, maintenance, disassembly, and assembly of ordnance, all Personal Protective Equipment (PPE) required to protect contract employees from workplace hazards is solely the responsibility of the contractor. As such, the contractor is responsible to provide, maintain, identify, and separately store their PPE from government issued PPE

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Section 1.

This section sets forth requirements for contractors. It specifically addresses contractor responsibilities, certification requirements, safety programs, required meetings, safety and health professional support, inspection requirements, accident and incident investigating and reporting, annual summary reports, training requirements, and dismissal of employees who refuse to comply with occupational safety and health requirements. This section also provides general information on the role of the NUWC Division Keyport Safety Office and identifies the principal government points of contact.

Introduction

NUWC Safety Information

The mission of the NUWC Division Keyport Safety Office is to:

- Work toward providing a safe and healthful living, learning, and working environment for every member of the NUWC Keyport community by assuring safe work practices through educating, training, and assisting individuals and Departments.
- Help individuals and Departments achieve compliance with all state and federal health and safety regulations and local policies as economically as possible.
- Act as liaison with external regulatory agencies, and to monitor NUWC Keyport compliance with mandatory health and safety standards where necessary.
- Provide professional safety and occupational health services to the Contracting Officers and Task Order Managers and his/her support team.

Note: The local Safety Office is prohibited by Navy Policy from assuming a regulatory oversight role relative to contractor safety activities and performance. Stop work orders may only be issued to contractors via government personnel when there is an immediate life-threatening danger or a likelihood of damaging government property.

Purpose

Safety Requirements for Contractors and Subcontractors was written to ensure the safety of NUWC Division Keyport employees and the public who may be in proximity to renovation, demolition, construction, installation, or maintenance and repair operations conducted by contractors or subcontractors. This document is also intended as a guide for those In-House contractors providing technical, administrative, production, and supply support to NUWC Division Keyport. Every contractor is expected to take steps as necessary to protect the safety and health of their employees as well as NUWC Division Keyport personnel, and visitors during the performance of their work. Each contractor that coordinates the work of subcontractors shall ensure that they abide by the requirements outlined herein.

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Special Considerations for a Blended Workforce: A blended workforce is one in which contractor employees work side-by-side with federal employees, or as part of a production team performing the same functions that are normally performed by government employees. In these situations it is important to remember that although these employees may look and act like federal employees, they are not. This means that the contractor, not the government is solely responsible for ensuring the health and safety of these employees. They will not receive equipment or services from the Keyport Safety Office. The contractor is responsible for their employee's safety and health and shall comply with Federal and State OSHA regulations and maintain an active accident prevention program that complies with Federal and State requirements. The contractor shall have a safety bulletin board posted in a common area that provides points of contact for safety and health issues as well as the Summary of Work-Related Injuries and Illnesses (OSHA form 300A) and the Job Safety and Health (OSHA form 3165) federal posters, as required by OSHA. Applicable regulations include 29 Code of Federal Regulations (CFR) Part 1910, Occupational Safety and Health Standards, Part 1925 (Safety and Health Standards for Federal Service Contracts), and Part 1926 Safety and Health Regulations for Construction.

Application

Through their contracting representatives, each Department that coordinates or uses the services of a contractor to perform maintenance, repair, installation, renovation, construction, technical work, production support, or supply operations is expected to designate one or more persons to coordinate these services within his or her department. These Project Managers or Project Coordinators must ensure that the Task Order Manager is informed of the presence of any hazards in or near the work area so that the information is passed to the contractor.

Scope

These requirements apply to all NUWC Division Keyport facilities, and to all work performed by contractors or subcontractors in support of NUWC Division Keyport mission processes. This includes repairs and upgrades to NUWC Keyport controlled facility infrastructure or equipment.

General Requirements

A copy of this document shall be made available upon request to prospective bidders/offerors at the pre-bid/pre-proposal conferences for the work. This document shall be either included with, or referenced in, the contract documents.

Submittals, where required from the contractor by this document, shall be made in writing directly to the Task Order Manager. Submittals shall be made sufficiently in advance to avoid delay of the project. Where review, approval, or coordination of submittals is required, submittals shall be made at least ten (10) working days prior to the start of the project unless prior arrangements have been made. Post-job submittals,

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where required as outlined in this document, shall be made no later than fifteen (15) working days after completion of the project or as specified herein.

In-House contractors shall provide the Task Order Manager with emergency contact phone number(s), usable 24 hours a day, for the contractor's representative. These phone numbers shall be provided to NUWC Keyport Safety Office via e-mail or memo.

Additionally, all In-House contractors who work 1000 hours or more in any given quarter shall provide the following work-related injury and illness information in the format provided below to the Task Order Manager before the end of January of each year. Report applicable contractor injury and illness experience only for work at NUWC Division Keyport sites. The NAICS code should reflect the applicable contractor's primary work activity at NUWC Division Keyport, and not necessarily the contractor's corporate NAICS code.

| Applicable Contractor Recordable Nonfatal Injury and Illness Case Incidence Rates (for use by site-based non-construction participants) (for the applicable contractor's work at NUWC Division Keyport) | | | | | | |
|--|----------------------------|------------------|--------------------------------------|---|---|---|
| Name of Applicable Contractor: | | | | | | |
| NAICS Code (for applicable contractor's work NUWC Division Keyport): | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Year | Total Number of Employees* | Total Work Hours | Total Number of Injuries & Illnesses | Total Case Incidence Rate for Injuries and Illnesses (TCIR) | Total Number of Injury & Illness Cases Involving Days Away from Work, Restricted Work Activity, and/or Job Transfer | Days Away from Work, Restricted Work Activity, and/or Job Transfer Rate (DART Rate) |
| | | | | | | |
| Most recent published BLS rate for work performed at NUWC Division Keyport | | | | | | |
| Percent above or below National Average | | | | | | |

* Estimated average number of applicable contractor employees at NUWC Division Keyport.

Note: Enter data into shaded areas.

Contractor Responsibilities

The contractor is responsible for ensuring that all work under contract meets or exceeds OSHA standards. The contractor is responsible for ensuring safe work performance of employees and subcontractors and bears sole responsibility for the safety of his or her employees. The contractor is expected to take all steps necessary to establish, administer, and enforce safety rules that will meet the current requirements of the

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Federal Occupational Safety and Health Administration (OSHA), Washington OSHA (WISHA), California OSHA (Cal/OSHA), Nevada OSHA (NVOSHA), or Hawaii OSHA (HIOSH) as applicable. These regulations include, but are not limited to:

- Title 29 of the Code of Federal Regulations (CFR) Parts 1910, Occupational Safety and Health Administration (OSHA) Standards for General Industry,
- Title 29 of the Code of Federal Regulations (CFR) Parts 1926, Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry.
- DoD 4145.26-M DoD Contractor's Safety Manual for Ammunition and Explosives
- EM385-1-1 (US Army Corps of Engineers Safety and Health requirements Manual)
- NAVSEA OP 5 (Ammunition and Explosives Safety ASHORE)
- OPNAVINST 8023.24 (series) Navy Personnel Ammunition and Explosives Handling Qualification and Certification Program.

The contractor must remove employees who refuse or repeatedly fail to comply with safe work practices and standards, or supervisors who fail to enforce compliance, from the associated work assignments.

The contractor bears sole responsibility for communication of safety-related information and requirements to his or her subcontractors. The contractor shall ensure that his or her subcontractors comply with the requirements outlined herein.

Certification Requirements

The contractor shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). The contractor shall verify that the required workplace hazard assessment has been performed through a written certification that identifies 1) the workplace evaluated; 2) the name of the person certifying that the evaluation has been performed; 3) the date(s) of the hazard assessment; and, 4) an explicit statement in the document that shows it as a certification of hazard assessment.

Contractors providing services involving ammunition and explosive materials on behalf of NUWC Division Keyport are required to establish a qualification and certification program. See Explosives under Specific Program Requirements.

The contractor shall make written certifications available to the Task Order Manager upon request.

Required Safety Programs

The contractor must submit a comprehensive written safety program covering all aspects of onsite and applicable offsite operations and activities (remote work location such as the ranges) whenever any work involves those programs listed under the Specific Program Requirements contained herein. Unless adequately covered in the original plan, the contractor must submit a supplementary plan before starting each major phase of work or when requested by the Task Order Manager. Onsite work must not begin until the Task Order Manager has accepted the program. Accepting

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contractor initial or supplementary programs only signifies that the contractor has provided adequate documentation to perform the work safely. It does not relieve the contractor of responsibility for providing employees a safe and healthful work environment or compliance with stated requirements and applicable specification paragraphs.

Required Meetings

The contractor must conduct regularly scheduled (at least monthly) supervisory safety meetings with contract employees. The contractor must maintain summary record or meeting minutes and names of those who attended. These records will be retained for the duration of the contract and made available to the Task Order Manager upon request.

Safety and Health Professional Support

When the contract does not require the services of a full-time safety professional, the contractors must designate in writing a competent supervisory employee with their telephone number, acceptable to the Task Order Manager, to administer the safety program. However, if the Task Order Manager considers the contractor's safety effort inadequate, the Task Order Manager may require the contractor to employ a full-time qualified safety professional in place of a safety representative.

The contractor must obtain services of a qualified professional to assess employee exposures for operations governed by the expanded OSHA Standards (i.e. 29 CFR 1910.1001 through 29 CFR 1910.1052 and make the results available upon request to the Task Order Manager.

The contractor is responsible for testing breathing air required by the OSHA regulations (29 CFR 1910.134) even if the equipment is government owned or operated. Contractor is to immediately notify the Task Order Manager if breathing air does not meet Grade D requirements and to identify interim solutions for continuation of work.

Required Inspections

The contractor must ensure competent employees conduct frequent and regular (at least weekly for industrial/production environments and quarterly for office environments) safety inspections of the worksites, materials, and equipment. The contractor must prohibit the use of any machinery, tool, material, or equipment that is not safe and/or does not comply with applicable standards. The contractor must identify any deficient machine, tool, material, or equipment as unsafe by tagging or locking the controls to make them inoperable or by physically removing from service. The contractor is to notify the Task Order Manager in writing of any deficient government furnished equipment or material, recommended corrective actions, and potential delivery or schedule impacts.

Mishap Investigations and Emergency Situations

Any contractor work-related accident, which results in employee injury or property damage, must be immediately reported by telephone to the Task Order Manager and as soon as practicable to the NUWC Division Keyport Safety Office. The contractor shall complete an accident investigation and forward a copy to the Task Order Manager. For incidents involving a fatality, a serious injury requiring Advanced Life Support (ALS), or government property damage in excess of \$500,000 the contractor must not disturb the scene of the accident or incident (except for rescue and emergency measures), and not resume operations until authorized by the Task Order Manager. The contractor must assist and cooperate fully with the government in conducting the investigation and ensure availability of all information, personnel, and data pertinent to the investigation. To avoid confusion and to preserve life, all In-House contractors shall follow the building Emergency Action Plans (EAPs), muster at designated locations, and obey orders from the Incident Scene Commander when emergency conditions arise.

Ergonomics

The contractor is responsible for providing Ergonomic assessments for their employees work areas (office or industrial). Where government furnished equipment is provided as contractor workstations, the contractor is responsible for assessing those workstations to ensure that they conform to the employees work limitations and physical requirements. Where changes are needed, the contractor is responsible for notifying the Task Order Manager in writing of what equipment or office furnishings are needed to eliminate the workplace stressors. Departments receiving the contractor support are responsible for providing peripheral office accessories i.e. adjustable keyboard trays, trackballs, footrests, chairs, industrial lift carts, stock trays, etc to correct the deficiency.

Control of Fugitive Emissions

The contractor shall take all necessary precautions to control or contain fugitive emissions from the job site. Fugitive emissions include, but are not limited to:

- Nuisance dust
- Chemical odors/vapors
- Hazardous materials (such as lead dust or asbestos)
- Noise

Where the product(s) or material(s) planned for use by the contractor as well as any waste residue caused by contractor operations has a permissible exposure limit (PEL) established by OSHA, the contractor shall submit a written plan to the Task Order Manager and NUWC Division Keyport Safety Office prior to the work. This plan shall detail the methods that will be employed by the contractor to limit, control, or eliminate exposure to NUWC Division Keyport employees, or the public to these hazards. Where engineering controls will not control fugitive emissions of these chemicals or materials or are not feasible, the contractor shall monitor, or shall contract to have monitored,

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work area exposure conditions. Monitoring shall occur, at a minimum, during the start of work and whenever there is a change in procedure, process, or chemical or material used. A copy of the monitoring results shall be submitted to the Task Order Manager and shall be copied to NUWC Division Keyport Safety Office within 24 hours of receipt by the contractor.

Accidental Spills and Releases

In the event of an accidental release or spill of chemicals or other hazardous materials caused by contract employees the contractor shall:

- Immediately take action as appropriate to contain the spill if this action can be taken without jeopardizing the health or safety of employees,
- Call 911 if using a Government phone or 396-4444 from a cell phone to report spill or release,
- Notify the NUWC Keyport Safety X62462 (396-2462 from a cell phone) , and
- Notify the Task Order Manager.

Emergency response personnel may be reached 24 hours a day by calling 911 (or 396-4444 by cell phone).

All costs associated with responding to or remediating a chemical or hazardous material spill or release is the responsibility of the contractor.

Other Potential Safety Hazards

The contractor shall abide by the requirements of any sign posted in a building that requires the use of specific personal protective equipment, that restricts access to qualified or authorized persons only, or that establishes requirements for entry.

Appropriate Work Attire

Contractors are required to follow the same dress standards as NUWC Division Keyport employees, particularly when working in industrial or production work areas and while aboard range vessels. Accordingly, rings, jewelry, wristwatches, etc., will not be worn on any job involving moving/rotating machinery, exposed electric currents, and explosives operations.

All contract employees shall wear clothing suitable for the safe and efficient performance of their work. Neckties and other loose items shall not be worn around moving/rotating machinery. Caps or other suitable cover will be worn to contain hair longer than shoulder length when working around moving machinery. If bandannas are worn for this purpose, they shall be properly tied, with ends tucked in. Work clothing shall be kept relatively clean with little to no oil/grease contamination to minimize fire and health hazards to personnel.

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Long sleeves will be worn during operations involving brush cutting, welding, burning, and in occupations where exposure to chemicals, molten metals, ultraviolet rays, or other similar hazards are likely. Employees exposed to hot sparks or molten metal shall wear hard cloth, leather, or woolen clothing and ankle-high (or higher) shoes (Congress type safety shoes will be worn when working with molten metals). In industrial operations where there is no hazard to the upper arms, short sleeve shirts or blouses may be worn, provided they cover the entire upper torso.

Personnel working in industrial operations, production shops, explosives operating buildings and work areas, and aboard range vessels will wear trousers, slacks, or coveralls that completely cover the lower extremities.

Workers will not wear synthetic fabrics (such as nylon) in areas containing exposed explosives, pyrotechnics, or explosive air vapor mixtures

All persons shall wear shoes that are in good repair. Shoes worn by persons in industrial and production shops as well as aboard range vessels shall have shoe uppers of solid leather construction or of similar man-made materials, with no cut out areas. Artificial leather like Corfam, patent leather, or any similar type poromeric material shoes shall not be worn when exposed to any type of hot work, including welding, cutting, brazing, flame soldering; or in engine rooms on any Naval vessel or craft. Persons whose work requires them to wear approved foot protection shall do so throughout their entire work shift.

Specific Program Requirements

Asbestos and Presumed Asbestos Containing Building Materials

The contractor is responsible to provide his or her own asbestos awareness program which shall include, but is not limited to, the information contained in this section and the OSHA asbestos-related regulations (29 CFR 1926.1101 & 29 CFR 1910.1001). Verification that this training has been conducted shall be provided to the NUWC Keyport Task Order Manager upon request.

Contractors employed by NUWC Keyport to perform building or facilities-related maintenance, repair or renovation will be informed by the Task Order Manager of the location of presumed and known asbestos-containing materials (PACM & ACM) in the work area(s) to which they are assigned by one of the following means:

- The Task Order Manager shall provide the contractor with a copy of an asbestos inspection report specific to their work and the materials that are to be disturbed.
- Where the construction documents, specifications, or drawings for a project clearly detail asbestos locations within the work area, these documents may serve in lieu of the asbestos inspection report.

The buildings listed in Tables 1 thru 4 are known to have asbestos containing materials (ACM). Any work that disrupts, penetrates, or requires removal of flooring, ceilings, roofing, siding, thermal system insulation (pipe lagging), and walls must be reviewed and approved by the Asbestos Program Manager.

| TABLE 1 | | | | | | |
|---|----|-----|-----|-----|------|------|
| NUWCDIV KEYPORT AND BANGOR ANNEX BUILDINGS WITH ASBESTOS CONTAINING MATERIALS | | | | | | |
| 1 | 48 | 84 | 106 | 207 | 820 | 5094 |
| 6 | 73 | 85 | 137 | 233 | 5000 | 5095 |
| 12 | 74 | 91 | 144 | 467 | 5090 | 7246 |
| 15 | 80 | 93 | 185 | 478 | 5091 | 7717 |
| 38 | 81 | 98 | 198 | 489 | 5092 | 7718 |
| 40 | 82 | 105 | 206 | 514 | 5093 | 7719 |

| TABLE 2 | | | |
|--|-----|-----|-----|
| NUWCDIV KEYPORT DETACHMENT HAWAII BUILDINGS WITH ASBESTOS CONTAINING MATERIALS | | | |
| 133 | 167 | 170 | 171 |

| TABLE 3 | |
|---|-----|
| NUWCDIV KEYPORT DETACHMENT SAN DIEGO BUILDINGS WITH ASBESTOS CONTAINING MATERIALS | |
| 589 | 610 |

| TABLE 4 | | | | | | |
|---|--------|-------|-------|-------|-------|--------|
| NUWCDIV KEYPORT DETACHMENT HAWTHORNE BUILDINGS WITH ASBESTOS CONTAINING MATERIALS | | | | | | |
| 104-1 | 104-6 | 49-10 | 49-15 | 49-20 | 50-15 | 104-11 |
| 104-2 | 104-7 | 49-11 | 49-16 | 49-21 | 50-27 | 104-12 |
| 104-3 | 104-8 | 49-12 | 49-17 | 49-30 | 50-40 | 104-13 |
| 104-4 | 104-9 | 49-13 | 49-18 | 49-31 | 50-41 | 104-14 |
| 104-5 | 104-10 | 49-14 | 49-19 | 49-32 | 75-11 | 105-20 |

Contractors shall, under no circumstances, damage or disturb suspect or known ACM unless they are a licensed Asbestos Abatement Contractor and have been specifically employed to perform asbestos repair or removal. If suspect asbestos materials are discovered during the course of the work, the contractor shall stop work immediately

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and notify the Task Order Manager.

The contractor shall not proceed with any change in work which requires a material to be disturbed that the asbestos inspection report or construction documents show has not previously been tested (e.g. "presumed" ACM). If a change in the scope of work becomes necessary, the revised scope of work shall be reviewed and pre-approved by the Asbestos Program Manager.

Asbestos materials may not be used or installed in NUWC Keyport facilities.

Lead Containing Building Materials, Toxic Metals, and Operations Generating Hazardous Atmospheres

Contractors employed by NUWC Keyport to perform building or facilities-related maintenance, repair, or renovation will be informed by the Task Order Manager of the location of lead-containing building materials in the work area(s) to which they are assigned by one of the following means:

- The Task Order Manager shall provide the contractor with a copy of the lead inspection report specific to their work and the materials that are to be disturbed, or
- Where the construction documents, specifications, or drawings for a project clearly detail the location of lead-containing building materials within the work area, these documents may serve in lieu of the lead inspection report.

Contractors that will disturb lead-containing building materials during the course of the work shall take all necessary precautions to protect NUWC Keyport employees, and visitors to NUWC Keyport from exposure to lead dust or contamination. These measures shall conform, at a minimum, to the OSHA requirements detailed in 29 CFR 1926.62 and applicable local, state and federal regulations. The contractor shall submit a copy of his or her lead compliance program, as required by 29 CFR 1926.62(e), with required supporting documentation, to the Task Order Manager for review and approval by the NUWC Keyport Safety Office. This submittal shall be made sufficiently in advance of construction to avoid delay of the project.

The contractor shall not proceed with any change in work that requires a material be disturbed that the lead inspection report, or construction documents shows has not previously been tested unless pre-approved work procedures will be followed.

Contractors employed by NUWC Keyport to perform industrial or production work where toxic metals (such as lead, cadmium, mercury, beryllium, chromium-VI, and arsenic) and/or liquids/gases (such as methylene chloride, formaldehyde, and benzene) may be encountered are required to perform independent assessments of worker exposures using a qualified person. The contractor is required to assess and monitor (in accordance with OSHA standards) any government furnished equipment or government furnished material (GFE/GFM) used for implementing engineering and administrative controls (ventilation, breathing air, shower facilities, sensors, etc.) and notify the Task

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Order Manager whenever the GFE/GFM fails to meet OSHA requirements and recommend an alternative solution for continuation of work, if feasible. A copy of the analytical report(s) for any air samples taken during the course of the work shall be provided to the Task Order Manager upon request.

Contractors employed by NUWC Keyport to perform industrial, production, maintenance, or repair work that will generate hazardous environments/atmospheres are responsible to implement appropriate controls to minimize the generation of such hazards and assess potential exposures using a qualified person. When contract work involves grinding, sanding, painting, burning, etc. in non-industrial work areas the contractor should perform as much work as possible on second shifts or weekends to avoid exposing government personnel to air-quality issues.

Confined Spaces

All shore based confined spaces under NUWC Division Keyport cognizance are identified with warning labels. The known hazards for each space will be provided by the Task Order Manager upon request. Contractors are required to have a written program that meets the minimum standards of 29 CFR1910.146 or the State OSHA equivalent. Each contractor who is required to perform work that will require personnel entry into a confined space shall:

- Obtain the services of a qualified person for testing and monitoring the atmosphere of the confined space.
- Issue entry permits for their employees and not use entry permits written for government personnel.
- Obtain hot work permits from the Federal Fire Department whenever welding, cutting, riveting, burning, and heating or other similar operation are performed that are capable of producing a source of ignition.
- Notify and coordinate with the Federal Fire Department whenever personnel will be working in confined spaces to ensure rescue services are available.
- Where rescue services cannot be obtained from Federal Fire, inform the Task Order Manager in writing of the rescue services/team they will be using during permit entry.
- Provide adequate barriers and guards or traffic control as appropriate to prevent unauthorized personnel from entering the immediate work area.
- Contractors shall guard, erect barriers, and post signage whenever access covers are removed to gain entry into ship's voids.
- Upon completion of work, contractors shall replace and secure removed hatches, access covers, closures, and lids as soon as practicable.

Hazard Communication

Chemicals and hazardous materials are used extensively at NUWC Keyport. Chemical use is routine and may be encountered in the following areas or locations:

- Laboratories.

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- Fume hood exhausts on the roofs of laboratory buildings and shop buildings. (In general, signs have been posted on the roof access hatch or door restricting access to the roofs of buildings where fume hood exhausts are located).
- Store rooms and sheds.
- Chemical waste accumulation areas.
- Range vessels.
- Building mechanical rooms.
- Custodial closets.
- Production and Industrial shops.

Given the number of chemicals used and the changing work processes within the production buildings and chemical laboratories, it is impractical for NUWC Keyport to maintain a copy of a MSDS for each chemical or product used within any given building. However, access to MSDSs is readily available for all employees at NUWC Keyport either electronically (over the Keyport intranet) or in printed format (copies of MSDSs are maintained by the NUWC Keyport Environmental Office). Contractors shall have access to either electronic or printed copies of MSDSs.

For operations in which chemicals are used that require special handling or precautionary measures, the Task Order Manager shall provide the contractor with the necessary information so that appropriate protective measures can be employed by the contractor during normal operating conditions and in foreseeable emergencies. The contractor shall still be responsible for assessing the workplace to determine the hazard potential and the appropriate PPE. The supervisor is responsible for notifying the Task Order Manager of any chemicals used in the work area that require special handling or precautionary measures and changes in the use of these chemicals.

Containers of chemicals and hazardous materials must be properly labeled in accordance with Navy and Federal regulations. The original hazard communication compliant manufacturer's label or an exact copy of this label is the preferred labeling method. In the absence of the original manufacturer's label, a standard Department of Defense (DOD) Hazardous Chemical Warning Label may be used. In addition, a second label (typically orange in color; however, older labels may be pink) shall be affixed to containers that lists the unique identifier used to cross-reference the item with its MSDS. Orange labels can be obtained from the Hazardous Material Manager.

The contractor shall maintain, on-site, MSDSs for all hazardous chemicals used or stored at that job site. Copies of MSDSs shall be provided to the Task Order Manager upon request. Typical household products used in office environments are exempt from this requirement (cleaners, sanitizers, ink cartridges, batteries, etc.).

The contractor shall take precautions to ensure hazardous chemicals or materials are handled and disposed of in accordance with federal and state regulations. Where a hazardous waste disposal manifest is required by these regulations, the contractor shall contact the Environmental Branch to assure that manifesting, storage, and the proposed disposal method and disposal site meet NUWC Keyport requirements. The contractor

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shall supply a copy of the completed waste manifest to the Environmental Branch within 24-hours of receipt.

Where the contractor has secured air samples documenting employee exposure to airborne chemical or particulate hazards during the course of their work, a copy of all air sample results shall be provided to the Task Order Manager upon request.

Energy Control (Lockout/Tagout)

The contractor shall use their own Lockout/Tagout procedure, locks, and tags. The contractors program must meet the requirements of 29CFR1910.147 as well as those found in the EM385-1-1 (US Army Corps of Engineers Safety and Health requirements Manual). A copy of the contractors' Lockout/Tagout/Energy Control program shall be provided to the Task Order Manager prior to work commencing. The contractor is solely responsible for ensuring the safety of their own employees and shall not request or rely on government personnel to secure, lock, or tag energy sources.

A copy of NUWC Keyport's Energy Control Program Directive will be provided to the contractor upon request.

Electrical Systems

The contractor shall ensure that only qualified persons work on electrical systems. Where work is required on energized systems, the contractor shall assess, train, and provide PPE to their employees as required by the National Fire Protection Association Standard 70E. Contractor shall provide a copy of the Energized Electrical Work Permit to the Task Order Manager, upon request. The contractor shall notify the Task Order Manager of any errors or changes to the arc flash hazard labels or instances where labels are missing.

- When new circuits, modifications, or any changes are made to the power distribution in an electrical panel, the contractor shall update and/or affix a new legend.
- Contractor shall close any openings in an electrical panel resulting from the removal of breakers, conduit, or wire.
- Contractor shall install appropriate covers for all receptacles.
- Contractor shall close any openings in junction boxes, receptacle boxes, power disconnects, and knife switches.
- Contractors shall appropriately label any abandoned panels, conduits, power disconnects and knife switches as "out of service."
- Contractors shall replace any ceiling tiles as a result of electrical work and reinstall any removed tiles to their original configuration upon completion of work.
- The contractors shall properly terminate any dead end wires with appropriate caps and place in a junction box or similar protection cover. Contractor shall install appropriate box covers. Contractor shall disconnect any dead ended wires from its original power sources and properly terminate with caps.

Trenching and Excavations

The contractor shall coordinate trenching and excavation work with the Task Order Manager, and the Facilities, Engineering, and Planning Branch to ensure the coordination of work and shutdown of utilities if necessary.

The design of sloping and benching systems, support systems, shield systems or other protective systems shall conform, at a minimum, to the OSHA requirements detailed in 29 CFR 1926 Subpart P.

Trenching or excavations below the level of the base or footing of any foundation or retaining wall, or adjacent to any utility, sidewalk or roadway, will not be permitted unless:

- A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure, or
- The excavation is in stable rock, or
- A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity, or
- A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees or the structure.

This determination is the responsibility of the contractor except as permitted, required or otherwise allowed by the project specifications or drawings. The contractor shall notify the Task Order Manager of the name of the individual that is to serve as the contractor's competent person as defined by this program and the OSHA regulations. The contractor's designated competent person shall maintain a written log of the daily inspections made of excavations, adjacent areas, and protective systems. A copy of this written log shall be made available to the Task Order Manager upon request.

Where the design of a sloping and benching system, support system, shield systems or other protective systems requires review and approval by a registered professional engineer, the contractor shall submit a copy of the completed review to the Task Order Manager prior to start of work.

Hot Work

Contractors performing hot work shall obtain a Hot Work Permit from the Regional Fire Inspector at 396-1600, 396-2614, or 396-2355. For work in building containing energetic materials (explosives) hot work permits also require approval by the Explosives Safety Officer at 396-4786. Examples of hot work include, but are not limited to, use of open flames, compressed gases or supplied fuel burning, brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing, and welding.

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Fall Protection

Contractors performing work on any NUWC Keyport property who, are exposed to fall hazards as identified in the applicable OSHA and ANSI Standards, shall provide their employees with the required training, oversight, and fall protection equipment in accordance with federal and state occupational safety and health regulations as well as implement the ANSI Z359 series (2007) requirements. Verification that this training has been conducted shall be supplied upon request. The table below provides a list of buildings at NUWC Division Keyport and its Detachments that have incorporated fall protection into the roof system. The contractor is responsible for assessing Navy provided fall protection systems prior to use. If the fall protection systems are substandard, defective, or are questionable as to their structural integrity the contractor is to notify the contracting officer/task order manager of the situation and implement alternative fall protection measures. Otherwise, the fall protection systems provided must be used when required and as designed. Where no fall protection is provided, the contractor is responsible for providing fall protection for their employees.

Building roofs at NUWC Division Keyport have locked access control. The contractor must coordinate access with the Task Order Manager. Upon completion of daily work or contract completion the contractor must secure the ladder access covers and return the key to either the Building Manager or Command Dispatch Center, as appropriate.

| NUWC KEYPORT and BANGOR ANNEX BUILDINGS WITH FALL PROTECTION | |
|--|---|
| 12 | Flat roof has Anchor points. Pitched roof has None |
| 15 | Dome has anchor points, remaining roof none |
| 38 | Anchor points center of roof. None on east and west lower levels. |
| 73 | Parapets SW roof only, remaining roof none |
| 74 | Anchor Points |
| 98 | Anchor Points |
| 105 | Railing System |
| 478 | Anchor points less north patio area |
| 514 | Anchor Points |
| 735 | Anchor to building supports |
| 820 | Anchor Points |
| 825 | Anchor Points |
| 1002 | Anchor Points |
| 1003 | Railing System |
| 1006 | Railing System |
| 1050 | Railing System |
| 1051 | Railing System |
| 1074 | Anchor Points West side and Parapet on East side |
| 5003 | Roof fenced, parapet against bermed area, one 6' area west side unprotected |
| 5090 | Anchor Points |
| 5091 | Anchor Points |

SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

| | |
|---|--------------------------------------|
| 5093 | Anchor Points |
| 5094 | Anchor points less blast booth roof. |
| SAN DIEGO BUILDINGS WITH FALL PROTECTION | |
| 38 | Parapet |
| 589 | Anchor Points |
| HAWAII BUILDINGS WITH FALL PROTECTION | |
| 977 | Parapet |

Explosives/Ordnance

Contractors performing services involving ammunition and explosive materials on behalf of NUWC Division Keyport are required to establish a qualification and certification program for their employees that meets the requirements of Navy and NUWC Division Keyport policies and directives. Contractors shall provide upon request formal written certification of the qualifications of those personnel authorized to handle or physically interact with ammunition and explosives at NUWC Division Keyport.

Additionally, any contract work being performed at the NUWC Ordnance Annex at Bangor, whether or not it involves explosives or energetic material, shall be reviewed by the NUWC Keyport Explosives Safety Officer or his designated representative prior to the start of work.

Contractors performing services for repair, maintenance, disassembly, and assembly of ordnance, are provided otto fuel protective clothing (aprons, suits, booties, gloves) as GFM due to the extensive vendor qualification requirements for otto fuel. Appropriate respiratory protection is provided as GFE at Detachment Hawaii to support emergency spill response and for breakdown of unflushed torpedoes. All other Personal Protective Equipment (PPE) required to protect contract employees from workplace hazards is solely the responsibility of the contractor. As such, the contractor is responsible to provide, maintain, identify, and separately store their PPE from government issued PPE.

The NUWC Keyport Explosives Safety Officer may be reached at 396-4786 or 396-2632.

Weight Handling Operations and Evolutions

This section applies to all cranes, multi-purpose hoisting machines, material handling equipment (forklifts), construction equipment when used like cranes to lift suspended loads, and any associated rigging equipment used in weight handling operations on Navy property.

Contractors shall comply with the requirements of NAVFAC P-307 paragraph 1.7.2 as well as applicable Occupational Safety and Health Act (OSHA) requirements.

SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

EM 385-1-1, Safety and Health Requirements Manual, U.S. Army Corps of Engineers may also be applicable to cranes/equipment (and operators) used in contracts when a contractor is required to use a crane or multi-purpose hoisting machined to meet contractual requirements.

Each contractor shall comply with all applicable requirements of their respective contracts including:

- Shall provide a minimum of three working days advanced notification, to the Task Order Manager, of any cranes or multi-purpose hoisting machines to be used in crane like applications, entering the activity. For cranes, the Contractor shall provide Annual Inspection and Load Test Documentation as well as wire rope or chain certifications as required by Naval Base Kitsap Instruction 11450.1B, enclosure 1.
- Prior to arrival the Contract shall confirm allowable crane/equipment access routes and ground loading limitations with the Task Order Manager.
- Contactors shall provide their own lifting devices and rigging hardware. Such hardware shall comply with the requirements of NAVFAC P-307 paragraph 1.7.2.a.
- Contract shall ensure that the certificate of compliance is posted on the crane/equipment as required by NAVFAC P-307 paragraph 1.7.2.b and 1.7.2.d prior to performing any lifting evolutions.
- Contractor shall qualify crane/equipment operators and signal persons as required by NAVFAC P-307 paragraph 1.7.2.c, 1.7.2.d, and 1.7.2.j.
- Where machines, forklifts, construction equipment when used like cranes to lift suspended loads shall have a documented proof from the Original Equipment Manufacturer that such equipment is capable to safely making such lifts as required by NAVFAC P-307 paragraph 1.7.2.e.
- All hooks used shall have self closing latches or shall be secured as required by NAVFAC P-307 paragraph 1.7.2.f.
- Any lifts that require a critical lift plan per NAVFAC P-307 paragraph 1.7.2.g shall be provided at least three work days in advance to the Task Order Manager.
- In addition to the requirements identified herein under Mishap Investigation and Emergency Situation the contractor shall comply with the additional investigation and reporting requirements of NAVFAC P-307 paragraph 1.7.2.h and 1.7.2.i.
- Contractor shall provide a Crane of Machine Entry Record as required Naval Base Kitsap Instruction 11450.1B, enclosure 3.

Ionizing Radiation

The contractor and any subcontractor shall notify the Task Order Manager of any operation, testing, or tools involving the use of ionizing radiation, radiation producing machines, or radioactive materials. Contractors shall provide licensing, training, and other appropriate documentation upon request by the Task Order Manager.

Work Site Inspections

Unannounced work site inspections may be conducted by the NUWC Keyport Safety Office or designated Departmental personnel. These inspections are conducted solely for the benefit of NUWC Keyport, and shall not relieve the contractor of responsibility for enforcement of, and compliance with applicable OSHA regulations.

Whenever conditions exist that pose an immediate threat to life or damage to government property, NUWC Division Keyport Safety personnel are authorized to issue stop work orders. In the event that work site conditions exist that could potentially impact the safety of NUWC Keyport employees, the NUWC Keyport inspector shall issue a verbal or written warning to the contractor and shall notify the Task Order Manager. If the unsafe conditions can not be immediately corrected and represent a danger or have the potential to harm NUWC Keyport employees then the NUWC Keyport inspector will:

- Document the Navy/or OSHA violations that were noted on a NAVOSH Deficiency Notice (NDN) explaining the potential impact upon NUWC Keyport employees or provide written documentation to the Task Order Manager, delineating the circumstances of the deficiency, signed by the NUWC Safety Officer. NDN will be sent via e-mail to the Task Order Manager
- As appropriate, require that the Task Order Manager have the contractor stop work until the unsafe conditions can be mitigated.
- The Task Order Manager will formally notify the contractor of the violations.

Reports of deficiencies may be factored into the evaluation of the contract by NUWC Keyport, and may be included in a vendor complaint file that is available for review by other agencies.

Repeat safety violations and/or a single serious, willful safety violation by a contractor may warrant review and termination of the contract.

“Serious, willful safety violation” is defined, for the purposes of this program, as a work activity with a substantial probability that death or serious physical harm could result, and where the potential hazard was known or should have been known, but where the work activity was continued, regardless of the existence of the potential safety hazard.

POINTS OF CONTACT

EMERGENCIES (Medical Assistance, Fire, Flooding, Emergency Spill Response, etc.):

| | |
|---|--------------|
| When using a Keyport or Bangor telephone | 911 |
| When using a non-Keyport telephone system | 360-396-4444 |

CONTRACTING OFFICES

| | |
|--|--------------|
| EFA-NW Silverdale Field Office | 360-396-6844 |
| Facilities Support Division (Building 206) | 360-396-2358 |

SAFETY & ENVIRONMENTAL MANAGERS

| | |
|--------------------------------------|-----------------------|
| Occupational Safety Officer | 360-396-2462 |
| Asbestos Program Manager | 360-315-3833 |
| Confined Space Program Manager | 360-396-2013 |
| Fall Protection Program Manager | 360-396-5337 |
| Hazardous Material Manager | 360-396-5430 |
| Hazardous Waste Manager | 360-396-2320 |
| Explosives Safety Officer | 360-396-4786 |
| Radiation Safety Officer | 360-396-5572 |
| Hot Work/Burn Permits (Federal Fire) | 360-396-2614 |
| Federal Fire (Cell Phone) | 360-340-1336 |
| Weight Handling Program Manager | 360-396-2396/315-3895 |

Definitions

Competent Person: As related to excavation, trenching or shoring work, the contractor's "competent person" means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Confined Space: A confined space is a space that is large enough for a person to enter, that has limited means for entry or exit, and that is not designed for continuous occupancy. Examples include tanks, silos, storage bins or hoppers, utility vaults, and pits.

Contracting Department: The Department at NUWC Keyport that has contracted for work to be performed by a contractor.

Contractor: An entity or agency employed by NUWC Keyport to perform the installation or maintenance of equipment, or the renovation or construction of a building, room or space on NUWC Keyport property.

In-House Contractor: Multiyear contractors that are usually collocated in work spaces with government employees providing technical, administrative, production, and supply

SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

support to NUWC Division Keyport.

Lockout/Tagout: A program used to ensure that employees are protected from sources of potentially hazardous energy. The program requires that hazardous energy sources be identified and locked and/or tagged-out before work is done on the system(s).

Permit-required confined space: A permit-required confined space is a confined space that contains potential or known safety hazards that must be dealt with prior to or during entry to assure the safety of those employees performing the work.

Qualified Person: An individual who has specialized training in hazard recognition, control, and abatement. For Fall Protection this includes Competent and Qualified Persons, for Confined Spaces this includes Industrial Hygienists, Marine Chemists, and Gas Free Engineers/Technicians, for Respirator use this includes a company Designated Program Administrator, for electrical systems this includes licensed electricians, and for Lasers this includes a Laser Safety Officer

Task Order Manager: The individual(s) that has been assigned duties related to oversight or coordination of work performed by a contractor as defined in this program.

Blended Workforce: A workforce where contractors work side-by-side with federal employees, or as part of a production team performing the same functions that are normally performed by government employees.

SECTION 2

Task Order Manager Roles and Responsibilities

Task Order Managers have a multifaceted role one of which is to ensure that contractors are apprised of known hazards that they will likely incur as a result of the work they are being tasked to perform. In addition, contractors are required to: comply with Federal and State safety and health regulations, ensure that their activities do not create hazards to NUWC Mission personnel, and in many cases comply with Navy policy as it pertains to explosives and industrial safety. To help maintain the safety of the work environment, overall regulatory compliance posture of NUWC Keyport, and standards required to retain VPP Star Status the following information and guidelines need to be understood and followed for all contacts, where applicable:

General Requirements

The contractor must submit a comprehensive written safety program covering all aspects of onsite and applicable offsite operations and activities (remote work location such as the ranges) whenever any work involves those programs listed under the Specific Program Requirements (Asbestos and Suspect Asbestos Containing Building Materials, Lead-containing Building Materials, Toxic Metals, and Operations Generating Hazardous Atmospheres, Confined Spaces, Hazard Communication, Energy Control (Lockout/Tagout), Trenching and Excavations, Hot Work, Fall Protection, Explosives/Ordnance, Weight Handling, Ionizing Radiation). For these programs, the contractor is required to conduct an independent assessment of the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). The contractor shall verify that the required workplace hazard assessment has been performed through a written certification that identifies 1) the workplace evaluated; 2) the name of the person certifying that the evaluation has been performed; 3) the date(s) of the hazard assessment; and, 4) an explicit statement in the document that shows it as a certification of hazard assessment and make this information available upon request to the Task Order Manager.

The Task Order Manager shall inform the contractor of the following:

- Ensure all contractors are informed of NUWC Keyport's expectations regarding safety compliance and the control of worksite hazards by ensuring that proper housekeeping is practiced, all debris is removed at project completion, and that no workplace hazards are created by the project due to incomplete demolition, unfinished work, or improperly terminated utilities.
- Method for obtaining access to Material Safety Data Sheets (MSDS) for hazardous chemicals present in the contractor's work area.
- Information about the hazardous material (HAZMAT) labeling system used in the work area.
- Emergency procedures that the contractor is to follow in the event of accidental exposures or releases of hazardous chemicals (emergency bills are in the building

Emergency Action Plan).

Radiation

The selection and use of radiation producing equipment, tooling, or the use of radioactive sources invokes many controls and reporting requirements that can adversely affect NUWC Mission capabilities if not properly established and followed. As such, any contract or purchase agreement that procures or that will use radiation producing devices or materials are required to be reviewed and approved by the Radiation Safety Officer (RSO) before contract award. The following list identifies the type of items requiring RSO review:

- Welding rods containing thorium (i.e. thoriated tungsten electrodes).
- Any metals or alloys containing thorium or uranium (including depleted uranium).
- Any chemicals or hazardous materials containing radioactive material (i.e. thorium, uranium, radium, etc.)
- Radiographic x-ray machines and cabinets.
- Gamma ray radiographic sources (i.e. Cobalt-60, Iridium-192).
- X-ray fluorescent (XRF) and x-ray diffraction analyzers.
- Electron accelerators.
- Open and enclosed beam x-ray systems.
- Electron beam welding machines.
- Klystron and cathode ray tubes.
- Gas chromatographs with radioactive components (i.e. Nickle-63 electron capture detectors).
- Exit signs containing tritium (Hydrogen-3).
- Static eliminator devices (i.e. wands, air nozzles, fans, etc.) containing any radioactive materials (i.e. Polonium -210).
- Smoke detectors containing radioactive materials (i.e. Americium-241)

Contractors who will be performing work in Buildings 5003, 82, and 206 should be informed that there are radiation operations in these locations and that the contractor can request a hazard briefing. If so, coordinate the briefing schedule with the NUWC Keyport RSO.

Asbestos

Ensure all projects/contracts that could potentially disturb asbestos containing materials are reviewed by the Asbestos Program Manager. Asbestos was commonly used in pipe lagging, roofing materials, building siding, in floor tiles, and ceiling tiles. The buildings listed in Tables 1 thru 4 are known to have presumed or asbestos containing materials (PACM or ACM). Any work that disrupts, penetrates, or requires removal of flooring, ceilings, roofing, siding, thermal system insulation (pipe lagging) could potentially expose the contractor and NUWC personnel to asbestos hazards. The specific location and type of asbestos bearing material is available from the Asbestos Program Manager

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and must be included in the contract to inform the contractor of the hazard:

- The Task Order Manager shall provide the contractor with a copy of an asbestos inspection report specific to their work and the materials that are to be disturbed.
- Where the construction documents, specifications, or drawings for a project clearly detail asbestos locations within the work area, these documents may serve in lieu of the asbestos inspection report.

Unless qualified, General Contractors that will be removing PACM or ACM must use the services of a qualified asbestos abatement subcontractor to ensure that proper methods and procedures are followed in accordance with 29 CFR 1910.1001.

For those occasions where asbestos will be removed as part of the contract, ensure the building occupants are notified of the schedule, nature of the work, and precautions to follow. Coordinate the dissemination of this information with the Asbestos Program Manager.

Abrasive Blasting, Sanding, and Painting

Contractors providing services that involve abrasive blasting, paint removal, surface profiling using sanders/grinders, and spray painting can encounter toxic metals and coatings presenting health hazards to their employees. Ensure that all contracts are reviewed by the Safety Office prior to contract award so that known hazards can be included in the contract.

Where contractors are likely to encounter toxic metals (such as lead, cadmium, mercury, beryllium, chromium-VI, and arsenic) and/or liquids/gases (such as methylene chloride, formaldehyde, and benzene) the contractor must perform an independent assessment of worker exposures using a qualified person. The contractor must not be allowed to use sand as an abrasive blasting media due to the health hazards that silica can present to the NUWC workforce. The contractor is also required to assess and monitor (in accordance with OSHA standards) any government furnished equipment or government furnished material (GFE/GFM) used for implementing engineering and administrative controls (ventilation, breathing air, shower facilities, sensors, etc.) and

| TABLE 1 | | | | | | |
|--|----|-----|-----|-----|------|------|
| NUWCDIV KEYPORT AND BANGOR ANNEX BUILDINGS WITH ASBESTOS CONTAINING MATERIALS | | | | | | |
| 1 | 48 | 84 | 106 | 207 | 820 | 5094 |
| 6 | 73 | 85 | 137 | 233 | 5000 | 5095 |
| 12 | 74 | 91 | 144 | 467 | 5090 | 7246 |
| 15 | 80 | 93 | 185 | 478 | 5091 | 7717 |
| 38 | 81 | 98 | 198 | 489 | 5092 | 7718 |
| 40 | 82 | 105 | 206 | 514 | 5093 | 7719 |

| TABLE 2 | | | |
|---|-----|-----|-----|
| NUWCDIV KEYPORT DETACHMENT HAWAII BUILDINGS WITH ASBESTOS CONTAINING MATERIALS | | | |
| 133 | 167 | 170 | 171 |

| TABLE 3 | |
|--|-----|
| NUWCDIV KEYPORT DETACHMENT SAN DIEGO BUILDINGS WITH ASBESTOS CONTAINING MATERIALS | |
| 589 | 610 |

| TABLE 4 | | | | | | |
|--|--------|-------|-------|-------|-------|--------|
| NUWCDIV KEYPORT DETACHMENT HAWTHORNE BUILDINGS WITH ASBESTOS CONTAINING MATERIALS | | | | | | |
| 104-1 | 104-6 | 49-10 | 49-15 | 49-20 | 50-15 | 104-11 |
| 104-2 | 104-7 | 49-11 | 49-16 | 49-21 | 50-27 | 104-12 |
| 104-3 | 104-8 | 49-12 | 49-17 | 49-30 | 50-40 | 104-13 |
| 104-4 | 104-9 | 49-13 | 49-18 | 49-31 | 50-41 | 104-14 |
| 104-5 | 104-10 | 49-14 | 49-19 | 49-32 | 75-11 | 105-20 |

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notify the Task Order Manager whenever the GFE/GFM fails to meet OSHA requirements and recommend an alternative solution for continuation of work, if feasible. A copy of the analytical report(s) for any air samples taken during the course of the work should be included as a deliverable to the Task Order Manager, upon request.

For contracted work that is associated with industrial operations and production processes, the Task Order Manager may obtain any available information regarding the location of lead and other heavy metals by contacting the NUWC Keyport Safety Office at 396-2462. A lead inspection report may, at the discretion of the Contracting Department, be prepared by a lead consultant licensed to perform the duties of Lead Inspector. Provide a copy of this report to the NUWC Keyport Safety Office, C/171 upon receipt.

Where lead-containing materials will be disturbed or removed during the course of work, the Task Order Manager shall contact NUWC Keyport Environmental Office at 396-2658 to determine disposal requirements. If the lead-containing materials will constitute a hazardous waste, disposal of these materials shall be coordinated with the NUWC Keyport Environmental Office. The disposal requirements must be established during the design of the project in accordance with the NUWC Keyport's Contractors Guide to Environmental Compliance.

Fatality Prevention Programs

Certain programs by their nature are designed to control and manage hazards that pose a serious potential for death to workers. Among these are; Fall Protection, Confined Space Entry, Energy Control or Lockout/Tagout, Weight Handling Equipment (cranes, etc), and Explosives Safety. The following identifies contact deliverables to the Task Order Manager that must be included in the contract:

| Contract Deliverables | | |
|-----------------------|---|--|
| Program | Description | Deliverable Item |
| Fall Protection | Whenever contracted services involve working on roofs, towers, ship masts, or unprotected heights greater than 4-ft | <ul style="list-style-type: none">• Company letter: Identifying Fall Protection Competent Person or Qualified Person• Fall Protection Procedures and/or Plan: Upon Request• Company letter: Identifying names of trained individuals |
| Confined Space | Whenever contracted services involves working in Confined Spaces | <ul style="list-style-type: none">• Company letter: Identifying Qualified Person that will test and monitor atmospheric conditions in the confined space• Rescue Plan: When Federal Fire services cannot be used: |

SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

| | | |
|--------------------------------------|--|---|
| | | Upon Request |
| Energy Control | Whenever contracted services involves repair and/or maintenance of systems where the accidental release of energy needs to be controlled. | <ul style="list-style-type: none"> • Copy of contractors Energy Control or Lockout/Tagout Procedure(s) |
| Weight Handling Equipment & Machines | Whenever contractor services involves the use of cranes, articulated boom lifts, man-lifts, multi-purpose hoisting machines, material handling equipment (forklifts), construction equipment when used like cranes to lift suspended loads, and any associated rigging equipment used in weight handling operations. | <ul style="list-style-type: none"> • Company letter: Identifying personnel qualified to operate weight handling equipment/machines and qualified signal persons. • Certificate of Compliance (NAVFAC P-307, form P-1) • Annual Inspection and Load Test Documentation as well as wire rope or chains certification (Cranes only) • Original Equipment Manufacturer documentation for alternate configuration use • Critical Lift Plan, as required |
| Explosives/Ordnance | Whenever contractor services are used to perform maintenance, repair, disassembly, and/or assembly of ordnance | <ul style="list-style-type: none"> • Company letter: Identifying personnel authorized (qualified/certified) to handle or physically interact with ammunition and explosives • Qualification/Certification and employee training records: Upon Request |

Confined Space: When NUWC Keyport arranges to have a contractor perform work that involves entry into a permit-required confined space, the Task Order Manager shall:

- Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements set forth by 29 CFR 1910.146 for ASHORE spaces and 29 CFR 1915 Subpart B for maritime spaces.
- Apprise the contractor of the elements, including any hazard(s) identified and NUWC Keyport's experience with the space that makes it a permit-required confined space.
- Apprise the contractor of any precautions or procedures that NUWC Keyport has implemented for the protection of its employees in or near permit spaces where contractor personnel will be working.
- Notify the Confined Space Program Manager when both NUWC Keyport personnel and contractor personnel will be working in or near permit spaces.
- Debrief the contractor at the conclusion of the entry operations regarding the permit

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space program followed and any hazards confronted or created in permit spaces during entry operations.

- Provide a copy of NUWC Keyport's Confined Space Entry Program to the contractor. Provide adequate barriers and guards or traffic control as appropriate to prevent unauthorized personnel from entering the immediate work area. Information on NUWC Keyport's Confined Space Program and information on specific confined spaces may be obtained by contacting the NUWC Keyport Confined Space Program Manager at 396-2013.

Weight Handling: When NUWC Keyport arranges to have a contractor perform work that involves the use of weight handling equipment and/or machines, the Task Order Manager shall:

- Include the requirements of NAVFAC P-307 paragraph 1.7.2 in the contract.
- Notify the Weight Handling Program Manager of planned or scheduled any contracted weight handling operation or evolution as soon as practicable.
- Provide copies of all deliverables to the Weight Handling Program Manager.
- Notify the Weight Handling Program Manager upon notification of any mishap reported by the contractor.

Fall Protection: NUWC Division Keyport (including the Detachments) have locked access control on all building roof-access ladders. The Task Order Manager is responsible to coordinate contractor roof access with the Building Manager or Command Dispatch Center, as appropriate. Ensure the contractor secures the ladder guards at the completion of work each day and upon contract completion. Verify the contractor has returned the key to either the Building Manager or Command Dispatch Center, as appropriate. Direct liaison between the contractor and the Building Manager or the Command Dispatch Center is authorized for recurring access, after the process is established.

Provide copies or originals of all deliverables to the Safety Office.

Explosives Operating Buildings

Contracted work of any kind that occurs at the following buildings must be reviewed by the Explosives Safety Officer prior to contract award to ensure that work conforms to existing site approvals, personnel limits are not exceeded, and emission controls are in place in accordance with Hazards of Electromagnetic Radiation to Ordnance (HERO) standards.

Buildings:

| | |
|-----|------|
| 116 | 489 |
| 117 | 514 |
| 137 | 893 |
| 144 | 950 |
| 185 | 7718 |

SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

7719
1002

Pier 1
KB Dock

Additionally, any contract work being performed at the NUWC Ordnance Annex at Bangor, whether or not it involves explosives or energetic material, shall be reviewed by the NUWC Keyport Explosives Safety Officer or his designated representative prior to the start of work.

All contracts involving work related to explosives or energetic materials as defined by NAVSEA OP 5, shall be reviewed by the NUWC Keyport Explosives Safety Officer or his designated representative, prior to the start of work.

Industrial Ventilation

If contracted work will be conducted on the roof of a building where fume hood exhausts are located, the Task Order Manager shall coordinate access with the Building Manager within the building as necessary to ensure that:

- Fume hoods within, or adjacent to, the work area are shut down
- No work is in-progress that would generate toxic or hazardous airborne contaminants; and
- All chemicals stored within the fume hoods are capped or otherwise sealed; or apprise the contractor in writing of the precautions that should be taken to protect their employees while conducting work on, or in proximity to, active fume hood exhausts. Note: This information may be obtained by contacting the NUWC Keyport Safety Office at 396-2462.

In-House Contractors

In-House contractors shall provide the Task Order Manager with emergency contact phone number(s), usable 24 hours a day, for the contractor's representative. These phone numbers shall be provided to NUWC Keyport Safety Office via e-mail or memo. Imbedded contractors are also required to have a safety bulletin board posted in a common area that provides points of contact for safety and health issues as well as the Summary of Work-Related Injuries and Illnesses (OSHA form 300A) and the Job Safety and Health (OSHA form 3165) federal posters, as required by OSHA. Additionally, all In-House contractors who work 1000 hours or more in any given quarter shall provide the following work-related injury and illness information in the format provided below to the Task Order Manager before the end of January of each year:

| | |
|---|--|
| Applicable Contractor Record able Nonfatal Injury and Illness Case Incidence Rates (for use by site-based non-construction participants) (for the applicable contractor's work at NUWC Division Keyport) | |
| Name of Applicable Contractor: | |
| NAICS Code (for applicable contractor's work NUWC Division Keyport): | |

SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|----------------------------|------------------|--------------------------------------|---|---|---|
| Year | Total Number of Employees* | Total Work Hours | Total Number of Injuries & Illnesses | Total Case Incidence Rate for Injuries and Illnesses (TCIR) | Total Number of Injury & Illness Cases Involving Days Away from Work, Restricted Work Activity, and/or Job Transfer | Days Away from Work, Restricted Work Activity, and/or Job Transfer Rate (DART Rate) |
| | | | | | | |
| Most recent published BLS rate for work performed at NUWC Division Keyport | | | | | | |
| Percent above or below National Average | | | | | | |

* Estimated average number of applicable contractor employees at NUWC Division Keyport.

Note: Enter data into shaded areas.

Forward this information to the Safety Office, Code 171, Bldg 206 by the first week of February for inclusion in the annual occupational safety and health self-assessment.

SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

Appendix A

The following checklist is provided to assist the Task Order Manager with complying with the requirements outlined in this program.

| | |
|--------------------------------------|--|
| Name of Project Manager/Coordinator: | |
| Work Site(s) and Location(s): | |
| | |
| | |
| | |
| Applicable Date(s): | |
| Contractor Name: | |
| Contractors Representative: | |
| 24-hour phone number: | |

| Action Required | <input checked="" type="checkbox"/> |
|--|--|
| Asbestos review required? If yes, provide completed "Work Order Review Form" or inspection report to Contractor or assure that the Construction Documents detail the location(s) of asbestos within the work area. Contact NUWC Keyport Asbestos Manager at 315-3833 for assistance as needed. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Lead materials review required? If yes, provide completed "Work Order Review Form" or inspection report to Contractor or ensure that the Construction Documents detail the location of lead-containing materials within the work area. Contact the NUWC Keyport Safety Office at 396-2462 for assistance as needed. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will the work involve the use of ionizing radiation? If yes, ensure the Radiation Safety Officer (RSO) or Assistant Radiation Safety Officer (ARSO) reviews the contract prior to award. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will the work require a qualified person to evaluate, test and/or assess hazards? If yes, ensure the contractor has provided the identity of their qualified person in writing. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will the work involve the handling of explosives/ordnance? If yes, ensure the contractor has provided their qualified/certified personnel in writing. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

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| <p>Will the work involve the use of weight handling equipment such as cranes? If yes, ensure the contractor has provided their qualified/certified personnel in writing. Notify the Weight Handling Program Manager 2-3 business days prior to the contractor's scheduled arrival on base so that government inspection of the equipment and validation of required documentation is accomplished.</p> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>Will the work require entry into a permit-required confined space?</p> <ul style="list-style-type: none"> • If yes, inform the Contractor about known hazards and history of entry operations for each space that they will enter. Contact the NUWC Keyport Safety Office at 396-2462 for assistance, as needed. • If yes, the Task Order Manager will debrief the Contractor after the work in these spaces is completed. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>Will both the Contractor and NUWC Keyport personnel be working in or near the permit-required confined space(s)?</p> <ul style="list-style-type: none"> • If yes, ensure that the Task Order Manager or NUWC Keyport supervisor coordinates entry operations with the contractor to ensure that everyone is aware of any work that is taking place that could affect personnel in the confined space. • If yes, provide a copy of NUWCDIVKPT Confined Space Program to the Contractor and require that he or she conform to the requirements of that program. • If yes, at the end of entry operations, obtain a copy of all canceled permits, and send a copy of this information to the NUWC Keyport Safety Office. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>Hazard Communication: Provide the following to the Contractor:</p> <ul style="list-style-type: none"> • Information on precautions and safety procedures that must be followed in the work area. • Access to MSDSs for hazardous chemicals located in the work area. • Information regarding the labeling system used in the work area. • Emergency procedures to be followed in the event of accidental exposure or release of hazardous chemicals or materials. <p>Obtain a list of, and MSDSs for, all chemicals that the Contractor will be using. Provide a copy to the NUWC Keyport Safety Office for review and approval.</p> <p>The Contractor understands that MSDSs must be kept on-site for all chemicals used by the Contractor on NUWC Keyport property, and that no other chemicals may be brought on-site without prior approval by the Task Order Manager and/or the NUWC Keyport Environmental Branch.</p> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>Will work be conducted on the roof of a building where hood exhausts are located?</p> <ul style="list-style-type: none"> • If yes, either coordinate access with the Facilities Branch, NUWC Keyport Safety Office, or the Building Manager to make sure that exhaust hoods in the work area are shut down, or inform the Contractor of precautions that should be taken. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>Will work by the Contractor involve maintenance or repair of electrical or mechanical systems?</p> <ul style="list-style-type: none"> • If yes, obtain a copy of the Contractor's Lockout/Tagout procedures and inform the Contractor of the lockout/tagout procedures followed by NUWC Keyport | Yes <input type="checkbox"/> No <input type="checkbox"/> |

SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

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| <p>personnel. Make sure that all NUWC Keyport employees in the work area are aware of the Contractors lockout/tagout procedures.</p> <ul style="list-style-type: none"> For any work scheduled to be performed that will result in work on energized power distribution systems obtain a copy of the Energized Electrical Work Permit. | |
| <p>Will Hot Work Permits be required during the Contractors work? If yes, coordinate Hot Work permits with the Regional Fire Inspectors or other designated personnel.</p> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>Will the work generate waste? Ensure the Contractor understands that any hazardous waste generated during the work must be disposed of in a manner consistent with all applicable state and federal regulations, and that prior approval is required for the disposal method and disposal site?</p> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>Has the Contractor been informed? That it is his/her responsibility to relay the above information to other contract employees and his or her subcontractors.</p> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>Has the Contractor has been given the opportunity to ask questions and have those questions answered to his/her satisfaction?</p> | Yes <input type="checkbox"/> No <input type="checkbox"/> |